



Q1. Section 1: Project Overview and Instructions (paragraph 1 page 7) you speak of a thorough and complete analysis of the business processes and automated systems that support the business processes, currently being used by the department. It appears you currently are using some form of EDM software.

a) What specific software limitations are you experiencing today?

You speak of system replacements.

b) Will the consultant's primary responsibility be evaluating your current document management platform?

c) If so, what is the platform you are using today?

R1. a) There is no comprehensive Document Management solution for the Department. We have many transactional systems and many administrative software tools that create documents along with many paper forms that are in use across the Department.

b) No, the primary responsibility will be determining the document management needs of the Department and developing a recommendation for a document management solution that considers our current business processes and how they may be changed to streamline the document storage and retrieval processes.

c) N/A

Q2. Section 1 Project Overview and Instructions, Page 8, Item 1.6.3 Disclosure Statement - If the vendor is an Alabama company, does the vendor need to submit a Disclosure Statement?

R2. Yes.

Q3. Page - 7 3.1 Background - If the stated goal is to acquire a document management system, why are you not extending the existing OnBase system which is a tier 1, enterprise capable system.

R3. The ultimate goal is to implement a comprehensive document management solution. This RFP is to study the broad document management needs of the department and develop a recommendation for a document management solution that considers our current business processes and how they may be changed to streamline the document storage and retrieval processes.

Q4. Page 7 - 1.3 Contract term - With two months listed as the contract period and the number of departments to interview and systems to evaluate, is two months all that will be allowed, or can the contract be extended?

R4. The Department will consider a longer contract period if the description and schedule of milestones and deliverables supports and justifies the additional time.



- Q5.** 1.3 CONTRACT TERM - The contract term is for a period of up to two months or until the analysis is complete and a recommendation is forwarded to the Department, beginning January 15, 2007 and ending March 19, 2007. This timeline appears to be very aggressive.
- a) Is it really the intent of the Department to try to accomplish this task in two (2) months?
 - b) What is driving this fast turnaround?
- R5.** a) **The Department is interested in completing this work as fast as possible. However, we will consider a longer contract period if the description and schedule of milestones and deliverables supports and justifies the additional time.**
- b) **Department preference.**
- Q6.** Section 2 Standard Information, Page 11, Item 2.5 Trade Secrets - If the vendor does not include any trade secrets, does the Affidavit for Trade Secret Confidentiality need to be completed?
- R6.** **No.**
- Q7.** Page 15 - 3.1.1.1 Document Management - Is this the OnBase system being referred to here?
- R7.** **The OnBase system would be one of the “few instances of using more modern technology”.**
- Q8.** Page 15 - 3.1.1 Operating Environment - How many units within the divisions will the consultants be interfacing with?
- R8.** **No more than 20 units, which could include various state and county offices.**
- Q9.** 3.6 WORK REQUIREMENTS - g. Development of an RFP Deliverable 3.7.4.3—RFP for Document Imaging system and Conversion of Records (if requested) This current RFP for services appears to be a Feasibility Study and a recommendation for a methodology for reengineering processes. Developing an RFP for the acquisition of a Document Imaging System requires an intermediate step, which is the development of the Functional Business Requirements. This includes but is not limited to:
- Reengineering the processes
 - Defining the Imaging system technical requirements needed by the Department
 - Describing in detail any integration and customization required
- This deliverable requires more time than the others combined.
- a) Will the department consider removing the RFP requirement from this statement of work?



- b) If not, will the department consider extending the deadline for this deliverable beyond the two (2) month time frame?

R9. a) No.

- b) **The Department will consider a longer contract period if the description and schedule of milestones and deliverables supports and justifies the additional time.**

Q10. Page 23 - 4.2.5.3.5 Milestones and 4.2.5.3.6 WBS - Are the Milestones and WBS required as part of the RFP or are they a deliverable after the award?

R10. The vendor's description and schedule for the milestones, deliverables and WBS are required as part of the Technical Proposals.

Q11. General - DHR has an existing document management system, OnBase, being used in three departments. What are the reasons that you would want to use a different product than the one procured just at the first of this year?

R11. This RFP is to study the broad document management needs of the department and develop a recommendation for a document management solution that considers our current business processes and how they may be changed to streamline the document storage and retrieval processes.

Q12. What are the shortcomings of OnBase that would cause it not to be used in the future?

R12. This RFP is to study the broad document management needs of the department and develop a recommendation for a document management solution that considers our current business processes and how they may be changed to streamline the document storage and retrieval processes.

Q13. We are a vendor/system integrator. If we choose to answer the bid for the services described within, will we be excluded from answer subsequent RFPs for the actual Doc Management System itself?

R13. As stated in 3.12, "The successful vendor shall be ineligible to bid, as either a prime vendor or a subcontractor to the prime vendor's team, on any subsequent RFP for a vendor to develop and install a new integrated document management system or any associated system installed as part of the same implementation, such as workflow or imaging."